MEMORANDUM FOR DISTRIBUTION C
               MAJCOMs/FOAs/DRUs

FROM: HQ USAF/A3
       1630 Air Force Pentagon
       Washington DC 20330-1630

SUBJECT: Air Force Guidance Memorandum for Expeditionary Readiness

RELEASABILITY: There are no releasability restrictions on this publication.

SUPERSEDES: AFI 36-2201, Chapter 8.

1.   By Order of the Secretary of the Air Force, the guidance contained in the attachment to this Air Force Guidance Memorandum is effective upon approval. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with (IAW) Air Force Instruction (AFI) 33-360, *Publications and Forms Management*.

2.   In advance of the publication of a new Air Force instruction 10-405, the attachment to this memorandum provides guidance on Expeditionary Readiness Program (ERP) roles and responsibilities, the structure of Expeditionary Readiness Training, and the process for injecting new training requirements.

3.   There are no releasability restrictions on this publication. This memorandum supersedes AFI 36-2201, Air Force Training Program, Chapter 8, 15 September 2010. The OPR for this memorandum is AF/A3TMQ.

4.   This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon release of an Air Force publication incorporating the guidance, whichever is earlier

5.   Air Force Expeditionary Readiness POC for the Guidance Memorandum is Mr. Dave King, HQ AF/A3TMQ, DSN 754-5472, e-mail: david.j.king.ctr@mail.mil

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Attachment
Expeditionary Readiness Guidance

ATTACHMENT

EXPEDITIONARY READINESS GUIDANCE

This publication applies to all Air Force personnel, including the Air Force Reserve and Air National Guard. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records,* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication office of primary responsibility (OPR) for non-tiered compliance items. **This guidance is effective 22 February 2018.**

1. Expeditionary Readiness Training
Overview

1.1.1. Expeditionary Readiness Training (ERT) encompasses all non-Air Force Specialty (AFS) related training required of a deployment ready Airman not routinely acquired during initial, mission oriented, occupational or ancillary training. It focuses on the knowledge, skills and abilities (KSAs) required of an Airman to survive, operate and succeed in a deployed environment across the full Range of Military Operations (ROMO), while reinforcing a "strong warrior ethos."

1.1.2. This AFGM provides the necessary broad guidance required to develop, maintain and manage dynamic, high-quality ERT that is effective, timely, efficient and agile enough to support Combatant Command (CCMD) mission requirements. This AFGM is applicable to all ERT courses.

ERT Oversight. The Expeditionary Readiness Senior Authority (ERSA), through the Expeditionary Readiness Council (ERC), provides oversight of ERT.

1.1.3. The AF/A3T serves as the ERSA and is the gatekeeper for all ERT requirements. The strategic goal of the ERSA is to provide broad guidance for institutional readiness competency development to improve the focus, currency and relevancy of Air Force (AF) ERT.

1.1.4. The ERC provides ERT policy and guidance recommendations to the ERSA to meet AF ERT requirements. ERC members are in the grade of O-6, or civilian equivalent. This construct establishes AF advocacy of ERT initiatives by ensuring ownership at appropriate levels, with the goal of meeting validated requirements. The ERC may request assistance from Air Staff, AF Forces (AFFOR) staffs, functional communities, and major commands (MAJCOMs), as necessary.

1.1.4.1. The ERC performs the ERSA's gatekeeper function by vetting new ERT requirements or ERT course upgrades, working to reduce or eliminate redundant courses within the ERT enterprise, establish priorities, and determine efficient delivery options. The ERC ensures:

1.1.4.1.1. New ERT requirements are targeted to the correct audience via the appropriate delivery method (i.e. computer based training, video, mass briefing, in-residence training, etc.).

1.1.4.1.2. New ERT requirements are properly defined and clearly identify the training objectives.

1.1.4.1.3. There is an implementation/replacement strategy for existing requirements.

1.1.4.1.4. The costs, to include time, to accommodate the new requirement have been identified.

1.1.4.1.5. Issues are vetted through the appropriate functional community. Views of others are properly adjudicated.

1.1.4.1.6. Vetted recommendations are provided to the ERSA for final decision.

1.1.4.1.7. Any increase in the amount of time an Airman will spend in pre-deployment training, whether by adding a new course or increasing the length of an existing course, must be approved by the ERSA.

1.1.4.2. Business rules contained in the ERC Charter (located on the ERC SharePoint ® site [https://cs3.eis.af.mil/sites/AE-OT-00-36/default.aspx]) provide guidance for preparing, conducting and documenting meetings.

1.1.4.3. Voting members of the ERC include AF/A3TMQ (Chair), Air Education and Training Command Special Missions Division (AETC/A3Q) (Secretariat), Air Force Learning Division (AF/A1DL), Civil Engineer Readiness Division (AF/A4CX), Air Combat Command Operations Division (ACC/A3O), Assignment and Air and Space Expeditionary Forces (AEF) Programs Division (AFPC/DP3A), USAF Expeditionary Operations School (USAF EOS), 602 TRG(P), Air Force Installation and Mission Support Center Training and Support Division (AFIMSC/XZT) AFRC/A4C and NGB/A4X. Representatives from other organizations (Air Staff, MAJCOMs, or air component staffs) may be invited to working groups and ERCs, as required, but voting is limited to members.

Responsibilities. (See Figure 1-1 for ERT Organizational Relationships)

1.1.5. Director of Training & Readiness (AF/A3T). Serves as the ERSA.

1.1.5.1. Air Advisor and Expeditionary Readiness Branch (AF/A3TMQ). The Chief, Air Advisor and Expeditionary Readiness Branch, is the ERC Chair.

1.1.5.1.1. Issues and oversees ERT policy and guidance to meet AF deployment readiness requirements.

1.1.5.1.2. Establishes policy for developing and publishing of Training Requirements Documents and Training Guidance Letters (TGL) specific to ERT.

1.1.5.1.3. Conducts, with AETC/A3Q assistance, a bi-annual review of CCMD and AF training requirements.

1.1.5.1.4. Validates and recommends establishment, sustainment and resourcing of deployment readiness requirements.

1.1.6. Air Force Learning Division (AF/A1DL). The AF/A1DL is an ERC member and serves as a conduit to the Air Force Learning Council to ensure consistency between ERT and other AF institutional education and training requirements.

1.1.7. Civil Engineer Readiness Division (AF/A4CX). The AF/A4CX is an ERC member and provides Air Staff-level guidance and AF/A4 subject matter expertise (SME) for the development of ERT guidance and course material, as applicable. This includes ERT topics such as: counter-improvised explosive devices, chemical, biological, radiological and nuclear (CBRN) defense, expeditionary active shooter, explosive ordnance reconnaissance, individual combat equipment, use of force, and small arms.

1.1.8. Other AF Directorates/Functional Communities.

1.1.8.1. Attend ERC meetings and working groups as a non-voting member, when requested.

1.1.8.2.   Provide Air Staff-level guidance and SME for the development of ERT guidance and course material, as applicable.

1.1.8.3.   Participate in periodic reviews of ERT requirements.

1.1.8.4.   Serve as OPR for development of courses to meet AF and supported CCMD requirements, when applicable (e.g., Law of Armed Conflict [AF/JA], Self-Aid and Buddy Care (SABC) [AF/SG]).

1.1.8.5.   Determine, through the Joint Manning Document Individual Augmentee process, if specific individuals require training beyond minimum requirements specified by Basic Airman Readiness (BAR) and Basic Deployment Readiness (BDR) training.

1.1.9.   Assignment and AEF Programs Division (AFPC/DP3A). The AFPC/DP3A Division Chief, or designated representative, is an ERC member.

1.1.9.1.   Responsible for executing the AEF battle rhythm by centrally managing the scheduling and recommended sourcing of Agile Combat Support forces to meet CCMD requirements.

1.1.9.2.   Manages the AEF Online website which includes tools such as, Commander's Tool Kit, Pre-deployment Training Tool (PDTT), Air Force Reporting Instructions Tool (AFRIT), Personal Deployment Preparedness Tool (PDPT), and Electronic Deployment Readiness Folder (e-DRC).

1.1.10. ACC Operations Division (ACC/A3O). The ACC/A3O Division Chief, or designated representative, is an ERC member.

1.1.10.1. Determines through the Request For Forces (RFF) process if specific individuals, teams or categories of personnel require training beyond the minimum requirements specified by BAR and BDR training.

1.1.10.2. Approve/disapprove functional courses as meeting AF and/or theater entry requirements (See para 2.3, Training Certification [Exemption]).

1.1.10.3. Participates in ERT working groups and ERCs, as required, and coordinates with AETC/A3Q to determine training requirements for individuals/teams expected to deploy.

1.1.11. AETC Directorate of Intelligence, Operations, and Nuclear Integration (AETC A2/3/10). The AETC A2/3/10 Director is an advisor to the ERSA.

1.1.11.1. AETC/A3Q. The AETC/A3Q Division Chief, or designated representative, is the ERC Secretariat.

1.1.11.1.1. Develops policy/guidance recommendations for presentation to the ERC.

1.1.11.1.2. Standardizes, synchronizes and integrates ERT.

1.1.11.1.3. Works with Headquarters AF (HAF) and applicable CCMD, through their air component staffs, to identify and establish ERT requirements.

1.1.11.1.4. Determines appropriate placement of deployment training requirements within ERT Continuum of Learning (CoL).

1.1.11.1.5. Coordinates with MAJCOMs and executing agencies to develop and implement deployment training, when required.

1.1.11.1.6. Schedules personnel for required Advanced Deployment Readiness (ADR) courses.

1.1.11.1.7. Develops and reports production metrics in support of the ERC.

1.1.11.1.8. Develops and implements tools to collect feedback from graduates of ERT courses.

1.1.11.1.9. Analyzes Lessons Learned (L2) and presents recommendations to ERC for endorsement.

1.1.11.1.10.　　Coordinates initiatives and issues prior to presentation to ERC.

1.1.12. AFIMSC. The AFIMSC/Expeditionary Support (XZ) Director is an advisor to the ERSA.

1.1.12.1. AFIMSC/XZT. The AFIMSC/XZT Division Chief is an ERC Member.

1.1.12.1.1. Works with HAF and applicable CCMDs, through their air component staffs, to identify and establish installation and mission support ERT requirements, when required.

1.1.12.1.2. Participates in periodic reviews of ERT requirements.

1.1.12.1.3. Analyzes L2 across the Installation and Mission Support enterprise AF-wide and presents recommendations to ERC for action.

1.1.12.1.4. Coordinates initiatives and issues prior to presentation to ERC.

1.1.12.2. Air Force Civil Engineering Center (AFCEC). Provides SME for the development of ERT course material to meet AF and supported CCMD requirements, as applicable.

1.1.12.3. Air Force Security Forces Center (AFSFC). Provides SME for the development of ERT course material to meet AF and supported CCMD requirements, as applicable.

1.1.13. USAF Expeditionary Center (USAF EC). The USAF EC/CC is an advisor to the ERSA.

1.1.13.1.　USAF Expeditionary Operations School (USAF EOS). The USAF EOS/CC, or designated representative, is an ERC Member.

1.1.13.1.1. Develops and executes ADR courses based on training requirements validated by the ERC and incorporates L2 where appropriate.

1.1.13.1.2. Determines resources required to develop a new ADR course or modify an existing course and works with Air Mobility Command (AMC) for Program Objective Memorandum (POM) funding. NOTE: If in-house resources are not available, a funding strategy will need to be determined for the first 2 years of execution.

1.1.13.1.3. Develops annual course schedules to meet ADR course throughput requirements.

1.1.13.1.4. Manages ADR student accounting and tracking.

1.1.13.1.5. Gathers, refines, disseminates and is the repository for expeditionary readiness tactics, techniques, and procedures (TTPs). Works with AETC/A3Q and ERT executing agencies to incorporate latest TTPs into deployment training programs, where appropriate.

1.1.14. Second Air Force (2 AF). The 2 AF/CC is an advisor to the ERSA.

1.1.14.1. 602 TRG(P). The 602 TRG(P)/CC is an ERC member. Provides administrative control and scheduling of joint expeditionary tasked (JET) Airmen attending Army combat skills training.

1.1.15. AFRC/A4C. The AFRC/A4C Division Chief, or designated representative, is an ERC member. Provides advice and SME on ERT issues affecting the Total Force while ensuring ARC-unique issues and concerns are addressed.

1.1.16. NGB/A4X. The NGB/A4X Division Chief, or designated representative, is an ERC member. Provides advice and SME on ERT issues affecting the Total Force while ensuring ANG-unique issues and concerns are addressed.

1.1.17. Component-MAJCOMs (C-MAJCOMs)/Component-NAFs (C-NAFs).

1.1.17.1.　Determine ERT requirements for individuals/teams expected to deploy to their theater.

1.1.17.2.　Determine if specific individuals, teams, or categories of personnel (e.g., assigned, TDY, RFF) require ERT beyond the minimum BAR/BDR/ADR requirements identified on the AEF Online Pre-Deployment Training page. Ensure mission and operating environment are considered when determining ERT requirements.

1.1.17.3.　Identify ERT BDR, Country and area of responsibility (AOR) specific training requirements for all categories of personnel (e.g., assigned, TDY, RFF) in applicable reporting instructions (https://aef.afpc.randolph.af.mil/AFRIT/Afrit.aspx). For assigned and TDY personnel not using reporting instructions, determine best means appropriate to identify these requirements.

1.1.17.4.　Identify ADR training requirements using applicable reporting instructions when training is required by all personnel at a location. Use Unit Line Number (ULN) line remarks when ADR training is limited to specific individuals/teams. For assigned and TDY personnel not using ULN line remarks, determine best means appropriate to identify these requirements.

1.1.17.5.　Participates in ERT working groups and ERCs, as required.

1.1.18.　Supporting Unit Commanders.　Ensure Airmen meet theater ERT requirements, as defined in theater reporting instructions and ULN line remarks for their applicable category (e.g., assigned, TDY, RFF).

Figure 1.1. ERT Organizational Relationships.
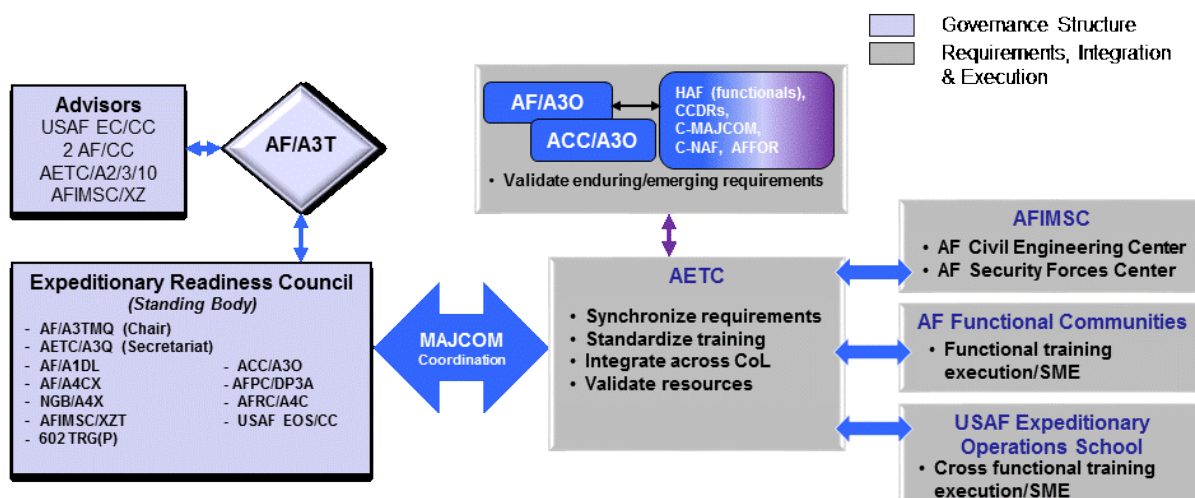
2. ERT

Overview. The Air Force must train like it fights and continually assess ERT across the AF CoL to produce Airmen ready to support all CCMDs. ERT must be relevant, timely, synchronized, standardized and integrated to ensure CCMDs are provided a standard presentation of forces to support specified mission requirements, while maximizing efficiency. Refer to Figure 2-1 for an overview of ERT.

Figure 2.1. ERT.
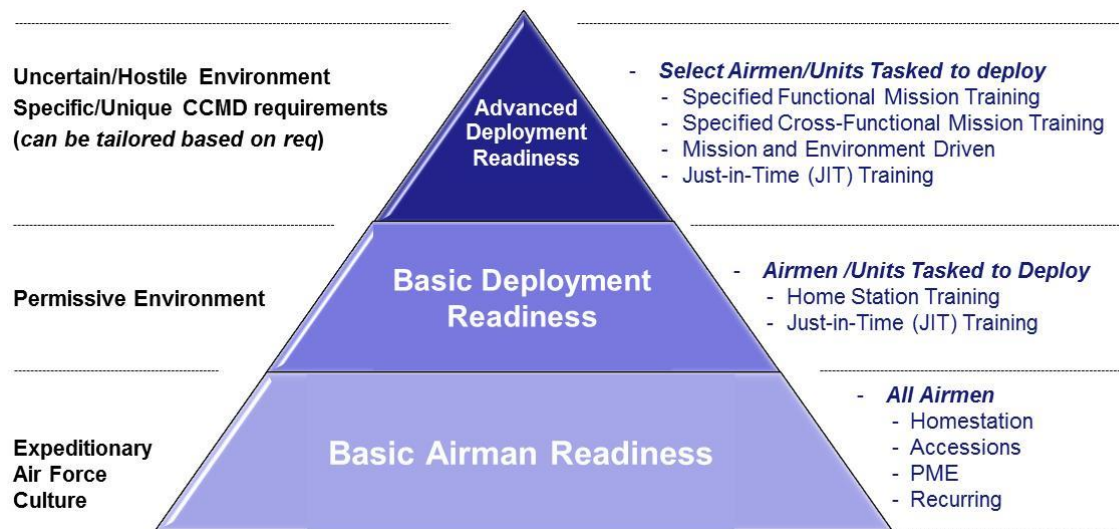
Categories. ERT is divided into three categories to ensure Airmen receive the right training at the right time: BAR, BDR, and ADR.

2.1.1. Airmen will refer to the AEF Online, Pre-deployment Training information page (https://aef.afpc.randolph.af.mil/Predeployment.aspx) for BAR and BDR training requirements and frequencies and accomplish those requirements IAW the posted checklists. **(T-1)**.

2.1.1.1. Commanders/Supervisors, at all levels, will avoid adding training requirements or increasing training frequencies as defined on AEF Online unless absolutely necessary to meet mission requirements. **(T-3)**.

2.1.1.2. Whenever possible, completion of computer-based training (CBT) on Advanced Distributed Learning Service (ADLS) is the preferred method for completing BAR/BDR. This ensures an Airman's record is updated automatically and the training they receive is standardized across the AF.

2.1.1.3. BAR/BDR can be accomplished in a mass briefing format.

2.1.1.3.1. All training products used, if other than ADLS CBTs, must be submitted to AETC/A3Q for review as the ERC's representative for standardized ERT across the AF.

2.1.1.3.2. AETC/A3Q will coordinate with the applicable course OPR(s) to ensure proposed training products meet course objectives and provide a recommendation to the ERC for approval.

2.1.1.3.3. Mass training must be led by a unit functional expert or commander - (to include civilian equivalent) approved instructor. **(T-2)**.

2.1.1.3.4. Unit Deployment Managers (UDMs)/Unit Training Managers (UTMs) must document training completion in the ADLS UTM/UDM Portal using the sign-in rosters provided by the unit "functional expert" or instructor. **(T-3)** NOTE: For weapons qualification, use Security Forces Management. Information System (SFMIS) and for CBRN Survival Skills Hands-on Training, use the Automated Readiness Information System (ARIS) or for ANG members use the Air Reserve Component Network (ARCnet).

2.1.2. BAR training.

2.1.2.1. The primary focus of this training is to help Airmen establish/maintain a strong warrior ethos while also providing them a solid foundation for those KSAs that prepare them to survive, operate, and succeed across the full ROMO.

2.1.2.2. BAR training delivered at an Airman's home station may be a mix of online and hands-on training**.**

2.1.2.3. BAR training is a prerequisite for BDR and ADR training.

2.1.3. BDR.

2.1.3.1. Designed to meet AF and supported CCMD requirements for deployment to a permissive environment (as defined in the *Department of Defense Dictionary of Military and Associated Terms*).

2.1.3.2. Identified in AOR and/or location-specific reporting instructions.

2.1.3.3. Comprised of online courses, classroom, and hands-on instructions completed at home station.

2.1.3.3.1. Base Installation Personnel Readiness office will establish a process to ensure hands-on training (e.g., SABC, CBRN and Expeditionary Active Shooter Training [EAST]) is completed prior to deployment or, when required, prior to attendance at ADR courses. **(T-3)**.

2.1.4. ADR training. Enhanced ERT designed to provide Airmen with individual force protection skills required to survive and operate in an uncertain or hostile environment.

2.1.4.1. ADR is conducted for *select Airmen,* as determined by factors including: AFSC training, deployment location, threat assessment, specific mission, duty assignment, role, operation, or special requirement.

2.1.4.2. ADR training is directed in the force generation process. Required ADR course(s) will be identified in appropriate line remarks (preferred) and/or reporting instructions (RIs).

Training Certification (Exemption). Some Airmen, career fields, or units maintain a high state of readiness with regard to ERT skills due to job responsibilities or functional training (e.g., SABC for identified medical personnel and Counter-Improvised Explosive Device [C-IED] for EOD personnel). In an effort to save Airmen's time, and eliminate duplication of training, this training must be evaluated for possible certification as meeting specific ERT requirements. Certification exempts specified Airmen from completing the equivalent ERT course. Certification requests may be initiated by the executing agency, MAJCOM Functional Manager (MFM) or an Air Force Career Field Manager (AFCFM). Requests, not initiated by an AFCFM, are routed through the respective AFCFM to AETC/A3Q and must explain how career field training and activities meet the applicable pre-deployment training requirements.

2.1.5. AETC/A3Q will validate whether or not the proposed equivalent training meets specific pre-deployment training requirement(s). AETC/A3Q requires the following documents to consider an exemption request:

2.1.5.1.   Formal training documentation (lesson plans, briefings, CBTs, curriculum, training plans, etc.) showing how this training meets or exceeds the required training standards (e.g., theater entry requirements).

2.1.5.2.   Documentation showing the unit's instructor training and certification processes.

2.1.6.   AETC/A3Q may be required to conduct a site visit as part of the validation process.

2.1.7.   If AETC/A3Q validates the equivalent training meets all requirements, it will send a memo to ACC/A3O, with a courtesy copy to the requestor, requesting approval.

2.1.8.   Once ACC/A3O approves certification, specified Airmen will be exempt from completing the equivalent ERT course(s). Exemptions are valid until the training no longer meets criteria or until the training is no longer required.

2.1.9.   AETC/A3Q will review certified courses/training annually, or upon a significant change in training requirements or course curriculum using the same process identified above. The AFCFM or MFM must notify AETC/A3Q of significant curriculum changes affecting expeditionary KSAs.

2.1.10. AETC/A3Q will publish the list of approved training exemptions on AEF Online, Pre-deployment Training information page, (https://aef.afpc.randolph.af.mil/Predeployment.aspx).

Training Waivers.   BAR and BDR training are not waiverable.   ADR is not waiverable for administrative reasons such as late sourcing, changed sourcing, enroute medical delays, potential missed required delivery date, or other temporary pre-deployment training delays.
2.1.11. ADR waiver request process (see Figure 2-2).

2.1.11.1. The tasked individual's wing commander, or equivalent, will route waiver request (Attachment 1 provided as template) to AETC/A3Q. **(T-1)**.

2.1.11.2. AETC/A3Q actions.

2.1.11.2.1. AETC/A3Q will provide coordination and forward to the specified AFFOR Staff. Provide a courtesy copy to ACC/A3O.

2.1.11.3. Specified AFFOR actions.

2.1.11.3.1. The specified commander, Air Force forces (COMAFFOR), or designated representative, is the final decision authority for ADR waiver requests.

2.1.11.3.2. The specified AFFOR staff should work with the deployed commander/unit/agency that established the requirement to determine if approval of the requested waiver is justified and provide a recommendation to the COMAFFOR or designated representative.

2.1.11.3.3. The specified AFFOR Staff will forward final decision to the requestor, the deployed wing commander, ACC/A3O, and AETC/A3Q.

2.1.11.3.3.1. Approved waiver request will include appropriate restrictions to minimize risk resulting from waived training.

2.1.11.3.4.   If waiver is applicable to more than one rotation, consider removing the training requirement from the tasking.

Figure 2.2. Waiver Request Process.
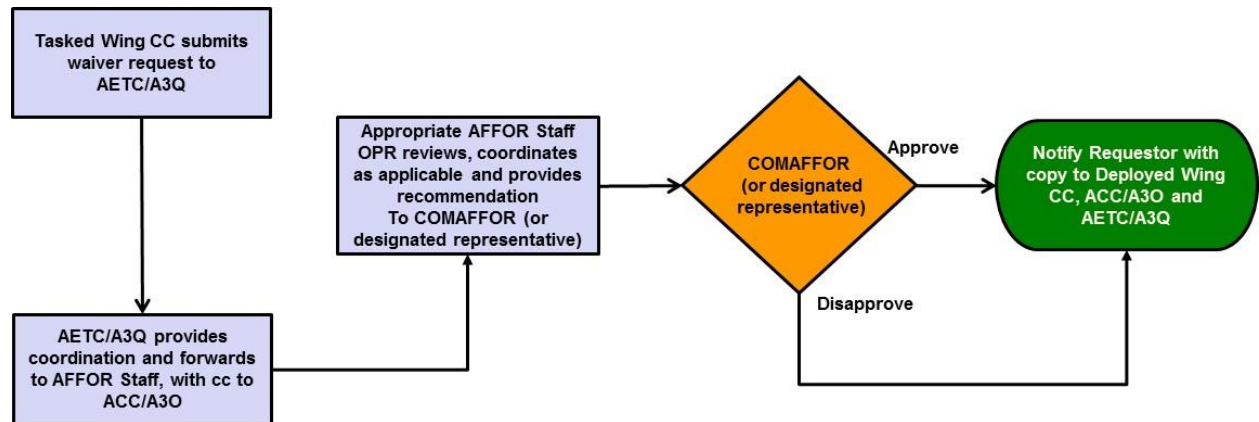
Training Documentation. Whenever possible, utilize ADLS to document BAR/BDR training completion that is not tracked via other Air Staff and/or MAJCOM-approved automated system or tool as defined in AFI 10-403, *Deployment Planning and Execution*.

2.1.12. Developers of hands-on courses meeting BAR/BDR requirements will ensure the capability exists within ADLS to document training completion that is not tracked via another approved automated system or tool.

2.1.13. Airmen completing BAR/BDR hands-on courses will ensure the UDM/UTM documents training in the appropriate automated system or tool (e.g., ADLS, SFMIS, etc.). **(T-1).**

3. Training Requirements

Training Proposals. All requests for new or revised pre-deployment training requirements will be submitted to AETC/A3Q, through AF/A3TMQ, using a Training Requirements Approval Request Form (Attachment 2). **(T-1)**.

Training Requirements Management Process (Figure 3-1)

3.1.1. AETC/A3Q conducts an initial review of all requests for new training to determine whether it falls within the scope of ERT using the following criteria:

3.1.1.1. Develops KSAs that instill combat capabilities required of deployment-ready Airmen to survive, operate and succeed across the full ROMO while reinforcing a "strong warrior ethos".

3.1.1.2. Targets KSAs not routinely acquired during occupational and/or other ancillary training venues (i.e., cross-functional).

3.1.1.3. Meets CCMD and/or AF requirements.

3.1.1.4. Fulfills legal requirements, CCMD requirements and Department of Defense, or AF policy mandates.

3.1.2. If the request does not meet these basic criteria, AETC/A3Q redirects the request to a more appropriate organization.

3.1.3. If the requested training broadly meets the above criteria, then AETC/A3Q will:

3.1.3.1. Ensure requirements are written in an executable manner.

3.1.3.2. Determine proper placement within the ERT construct, which agency is best suited to develop the training, and whether to modify a current course or create a new course.

3.1.4. The agency chosen to execute the training will develop courses of action (COAs) to include course resource estimates (CREs). **(T-1)**.

3.1.4.1. An estimate of course resources will be developed for each new course and any course change to determine the resources required for supporting a new or modified course.

3.1.4.2. The CRE should include both the start-up and sustainment costs through the Future Years Defense Program (FYDP) and at a minimum, should include the following:

3.1.4.2.1. Manpower requirements (as applicable).

3.1.4.2.2. Equipment requirements (as applicable).

3.1.4.2.3. Facility requirements (as applicable).

3.1.4.2.4. Start-up and sustainment funding.

3.1.4.2.5. Any outside support required.

3.1.5. Course Funding Flow.

3.1.5.1. If the course/course change can be funded within the owning organization, that organization will develop the course and submit required course control documentation. If not, forward the resource estimates to AETC/A3Q.

3.1.5.2. AETC/A3Q will validate the resources and determine if resources are available within AETC. If resources are available, notify the owning organization to begin development

3.1.5.3. If funding is not available AETC will work with the ERC, the executing agency and the requesting agency to determine a resourcing solution to forward to the ERSA for final decision.

Figure 3.1. Training Requirements Management Process.
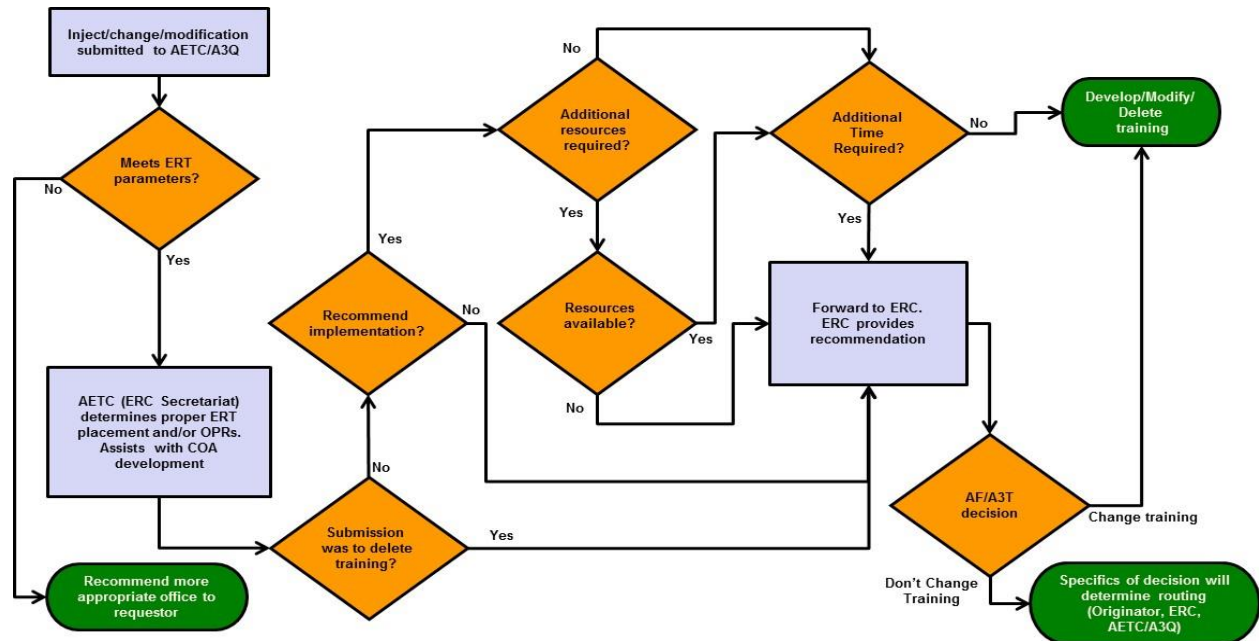
4. Trained Personnel Requirements and Scheduling (Does not apply to courses certified as meeting ADR requirements).
Trained Personnel Requirements.

4.1.1. Data Call.

4.1.1.1. Forecasting requirements is critical to ensuring resources are available to meet ADR course demands during the execution year. In order to accurately forecast requirements AF/A3TMQ, in coordination with AETC/A3Q, will conduct an annual data call requesting CCMDs and MAJCOMs provide their projected ADR requirements for the next execution year as well as projections through the FYDP.

4.1.1.2. This data call is intended to capture requirements essential for CCMD mission accomplishment (Category 1), as well as MAJCOM and Functional Manager (FM) mission sustainment (Category 2).

4.1.1.2.1. Category 1 - Requirements directly supporting a CCMD. This training will typically be identified by the appropriate CCMD via the air component. MAJCOMs may identify requirements in this category if the MAJCOM will generate the deployment tasking (i.e.; AFSOC taskings to support SOCOM). Category 1 requirements are scheduled by AETC/A3Q using the PDTT, hosted on AEF Online, once the tasking is loaded in Deliberate and Crisis Action Planning and Execution Segments (DCAPES).

4.1.1.2.2. Category 2: MAJCOM or HAF FMs identified requirements essential to prepare Airmen for future missions not related to a specific deployment tasking (e.g., Air Mobility Liaison Officers

or Mobility Support Advisory Squadron). MAJCOMs identifying quotas under this category must coordinate with AETC/A3Q for scheduling individuals for training during the execution year.

4.1.2. TGL. AF/A3TMQ will publish results from the data call in a TGL not later than (NLT) March prior to the execution year. The TGL provides training executors with the information needed to finalize execution year schedules and justify resources to support training through the FYDP.

4.1.3. Quota Management (QM). QM is the operation of scheduling, swapping or moving quotas between users or requesting use of another user's scheduled unfilled seats. Managing quotas during the execution year ensures the most efficient use of training resources. AETC/A3Q is the quota manager for ADR courses.

4.1.4. Scheduling. Scheduling courses begins with the identification of requirements and ends with the sub-allocation of a student's name to a class.

4.1.4.1. Class Schedules.

4.1.4.1.1. Executing agencies will use the AF/A3TMQ TGL to finalize annual class schedules for the next execution year as well as develop schedules for the following year (i.e., the 1 March 2018 TGL will provide final numbers for the FY19 scheduled and projected numbers to develop the FY20 class schedule). **(T-1)**.

4.1.4.1.2. Executing agencies will provide AETC/A3Q with any changes to the execution year schedule by April and a class schedule for the next fiscal year, identifying class start and graduation dates and number of slots available in each class, NLT 1 November of the FY prior to the execution year (e.g., FY20 schedule due on 1 November 2018). **(T-1)**.

4.1.4.1.3. AETC/A3Q will post class schedules on the AEF Online PDTT NLT December of the year prior to the execution year.

4.1.4.2. Scheduling Personnel.

4.1.4.2.1. AETC/A3Q schedules ULNs, not individuals, for ADR using PDTT once the tasking ULN is in DCAPES.

4.1.4.2.2. Once a tasking is received with a line remark requiring ADR training the UDM must go to PDTT (https://aef.afpc.randolph.af.smil.mil/pdtt/) to check when and where the ULN is scheduled to attend training. **(T-1)**. UDMs will provide this information to tasked individuals IAW AFI 10-403, *Deployment Planning and Execution*.

4.1.4.2.3. UDMs and/or tasked individuals will follow the guidance in the applicable course reporting instructions if training needs to be rescheduled. **(T-1)**

Attachment 1

TRAINING WAIVER REQUEST TEMPLATE

Figure A1.1. Training Waiver Request Template.

DD MMM YY

MEMORANDUM FOR AETC/A3Q

FROM: [Org/Office Symbol]

SUBJECT: Request Advanced Deployment Readiness (ADR) Training Waiver

1. Request ADR training be waived for the following tasking:

   a. ULN w/ Line #
   b. RDD
   c. Destination
   d. Rank/Name of Deployer (if appl)
   e. Current Course/Location Scheduled to Attend (e.g. FC-H/JBMDL)
   f. Current Course Dates

> Document becomes classified once ULN/Line Number, RDD and Destination are filled in.

2. Provide a thorough explanation answering the basics of who, what, where and why this waiver is being requested and what the mission impact would be if the request was disapproved. Please keep in mind that vague explanations and/or lack of mission impact will only cause delays or disapproval of the request and that late sourcing and/or potential for a delayed RDD are not valid justifications for requesting an ADR training waiver.

SIGNATURE BLOCK
Wing Commander/Equivalent

1st Ind, AETC/A3Q   [DD MMM YY]

MEMORANDUM FOR [AFFOR Staff]

Recommend Approval/Recommend Disapproval

1. [Rationale for recommendation]

2. Direct any questions or concerns to [AETC/A3Q POC for this request] via email [valid email address] or by phone at DSN [#].

                                              SIGNATURE BLOCK
                                              AETC/A3Q Division Chief or
                                              designated representative

cc:
ACC/A3O

2d Ind to [Tasked Wing/CC], [Original Memo Date], Request Advanced Deployment Readiness (ADR) Training Waiver

[AFFOR/OFFICE SYMBOL]   [DD MMM YY]

MEMORANDUM FOR [Tasked Wing/CC]

Approved / Disapproved

1. For approved waivers include appropriate restrictions to minimize risk resulting from waived training.

2. Please direct any questions or concerns to [AFFOR POC for this request] via email [valid email address] or by phone at DSN [#].

                                              SIGNATURE BLOCK
                                              COMAFFOR or designated
                                              representative

Attachment 2

TRAINING REQUIREMENTS APPROVAL REQUEST FORM

Figure A2.1. Training Requirements Approval Request Form.

(Send completed templates to AETC/A3Q)

1. **Training Requirement Analysis**.
   a. Source. (Organization submitting approval request.)
   b. Problem. (What is driving this requirement to be added to AF institutional ERT?)
      1) Define the problem the training requirement will solve, to include the cause of the problem and the effect(s) of the problem.
      2) Identify CCDR or AF authority, doctrine or policy that mandates/recommends inclusion of this requirement into AF institutional ERT.
   c. Training Requirements. (Desired learning objectives (knowledge, skills or abilities) to be derived from revised/added training in task/condition/standard format (include level of expertise/proficiency required)).
   d. Risk. (If training is not conducted pre-deployment.)
   e. Priority. (In relation to existing requirements.)
   f. Is this training provided/addressed anywhere else (e.g., BMT, Tech Training, Base-level, Regional Training Centers; ADR venues, etc.)?
      1) If yes, where?
      2) If no, will this new requirement build upon other existing training (be specific)?
2. **Training Requirement Specification**.
   a. Identify targeted audience (e.g., all Airmen, officer, enlisted, civilian or a subset of each category).
   b. Identify targeted AFSC(s) for this training (if applicable).
   c. Number of individuals to be trained.
   d. Frequency of training.
      1) Tied to AEF battle rhythm/one-time/monthly/quarterly/semiannual/annual/other.
      2) Prior to deployment/during deployments.
      3) Will sustainment training be required during deployment?
      4) Will this be a long-term, enduring AF ERT requirement or a short-term, CCDR-specific requirement?
   e. Identify the resources available to assist in developing proposed training to include funding source (e.g., equipment, facilities, manpower, SME support):
      1) What are initial and long-term funding requirements?
      2) Where will funding come from?
3. **Name and contact information** (phone, e-mail and office symbol) for an AO that can be contacted for further information.

                                        Endorsing O-6/Civilian Equivalent
                                        (include rank, name and org)